

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

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WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 03-54AR

DATE: 5 AUG 2003

CLOSING DATE: 8 SEP 2003

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

PERSONNEL SERVICES SERGEANT, PARA 102 LINE 02, SSG, 75H30

APPOINTMENT FACTORS: OFFICER ()

WARRANT OFFICER ()

ENLISTED (X)

LOCATION OF POSITION:

HHC, 1-285TH AVIATION BATTALION, MARANA (25 Miles NW of Tucson), ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open current members of the Arizona Army National Guard in the grades SGT/E-5 and SSG/E-6 and those eligible to become members of the Arizona Army National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: Individual must become MOSQ within one year from date of hire.

NATIONAL GUARD REQUIREMENTS:

1. Soldiers selected must meet medical standards prescribed by AR 40-501 chapter 2 or 4, as appropriate, and must have completed a medical examination at an active duty medical facility or MEPS station within 12 months preceding entry into the AGR program. Soldiers must meet the physical requirements of AR 600-9. Females will be tested for pregnancy within 30 days prior to initial entry on active duty.
 2. An investigation will be initiated for a security clearance. Unfavorable results will be cause for immediate separation.
 3. Soldiers selected for an AGR tour must be eligible to complete a minimum of 5 years on active military status prior to completing 18 years of active federal service AND/OR the date of mandatory removal.
 4. AGR soldiers will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization of force structure changes.
 5. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
 6. The Arizona National Guard is an Equal Opportunity employer. Selection for this position will be based on merit, fitness, capability, and potential, to ensure fair treatment of all soldiers.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 75H30

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

1. Physical demands rating of moderately heavy.
2. A physical profile of 323222.
3. Minimum score of 95 in aptitude area CL.
4. Type at a minimum speed of 20 net words per minute.
5. Formal training.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted “AS A MINIMUM”. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible will be returned:

- a. NGB Form 34-1 (AGR Application (1Sep 86).
- b. AZ ARNG Form 34-1 (13 Feb 98)
- c. AZNG Form 335-4-R (13 Feb 98)
- d. SF 88 & 93 (Most recent physical)
- e. Body Fat Worksheet (DA Form 5500-R) if applicable.
- f. DA Form 705 (Army Physical Fitness Test Scorecard) The most recent 4 physical Fitness tests recorded on DA Form 705.
- g. Certified copy of DA Form 2-1 from your Army 201 file.
- h. Latest “5” OER/NCOER’s.
- i. NGB Form 23 (Army National Guard Current Annual Statement)
- j. DA Form 759 if applying for an aviation position.
- k. DA Photo if not applying in person.

USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. ALL APPLICATION MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

BRIEF JOB DESCRIPTION: The personnel services specialist participates in occupational classification and management of manpower resources or supervises personnel management of manpower resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning service members and their family members. Provides customer service to cadre and FTS members. Applies provisions and limitations of Freedom of Information and Privacy Acts. Prepares transmittal letters to various support offices. Ensures mail and interdepartmental/interoffice distribution is sorted and distributed daily. Prepares, reads and interprets SIDPERS data. Ensures SIDPERS data is reconciled per appropriate regulatory guidance. Processes Enlisted and Officer Evaluation Reports and enters appropriate data on DA Forms and records. Transfers records of military personnel in accordance with regulations. Reviews personnel status documentation for completeness and accuracy and ensures data is posted to military records. Types military and non-military correspondence and forms in draft and final copy. Post changes to the Army regulations and other publications. Prepares and maintains files IAW the Modern Army Records Keeping System (MARKS). Prepares automated DA1379 for IDT pay. Reviews Master Military Pay Account (MMPA) report, identifies discrepancies and prepares reports monthly. Prepares pay inquiries. Inputs orders (AFCOS), and prepares requests for orders for various personnel actions; maintains suspense file and ensures proper submission and distribution of completed orders. Completes awards per regulatory requirements and supports awards ceremonies. Verification and issue of military identification cards and updates information on DEERS. All other duties as assigned.

SELECTING SUPERVISOR: MAJ GREG BUSH

VICE: SGT MILLER